

FINGERPRINT PROCESSING APPLICATION

Form Code: PSS_FP Fee Code: 115

Application Fee - \$50.00Check or Money Order payable to:
Treasurer, Commonwealth of Virginia

Or apply online:

www.dcjs.org/privatesecurity/watson.cfm**Application Fees are Non-Refundable****COMMONWEALTH OF VIRGINIA****Department of Criminal Justice Services****Private Security Services Section****P.O. Box 10110****Richmond, VA 23240-9998****Phone #: (804) 786-4700; Fax #: (804) 786-6344****Website: www.dcjs.org/privatesecurity****Status Hotline (804) 786-1132 or 1-877-9STATUS**

1. Applicant Name: _____
☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss Last Name First Name MI
2. Social Security #: _____ Date of Birth _____
mm/dd/yy
3. Mailing Address: _____
Number and Street City/Town State Zip
4. Telephone: Residence _____ Business _____ Fax _____
5. May the Department provide information via an e-mail address? ☐ Yes ☐ No
6. E-Mail Address: _____
7. Are you currently employed by a Private Security Business ☐ Yes ☐ No
If yes, Business Name: _____ DCJS ID# 11 - _____
8. Have you **ever been convicted** or **found guilty of a felony or misdemeanor** (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial or currently under protective orders? ☐ Yes ☐ No
- If **Yes**, please attach a **Private Security Criminal History Supplemental Form** (PSS_CHS) and all requested criminal history documentation. *This form may be found on our website www.dcjs.org/privatesecurity under Form Name: PSS_CHS.*
9. For what purpose are you submitting fingerprint card?
- | | |
|---|--|
| <input type="checkbox"/> Individual Registration | <input type="checkbox"/> School Officer/Owner/Principal |
| <input type="checkbox"/> Business Officer/Owner/Principal | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Compliance Agent | <input type="checkbox"/> Special Conservator of the Peace Registration |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Private Crime Prevention Practitioner |
| <input type="checkbox"/> Electronic Security Employee | |
10. Have you enclosed a completed fingerprint card?
- ☐ Yes
- ☐ No If No, this application cannot be processed unless a fingerprint card is completed in full and submitted with this application. Please review instructions on completing fingerprint cards below.

Legal Presence Verification

The signature of a certified compliance agent or certified training school director is required if they have verified U.S. Citizenship or legal resident alien status of above named applicant, **or** the applicant must attach legal documentation of legal presence to DCJS along with this application.

☐ I have verified _____ is a U.S. Citizen or legal resident alien status.
Name of applicant

Compliance Agent/Training Director (Please Print Name) 99 - _____
DCJS ID#

Compliance Agent/Training Director Signature Date mm/dd/yy

☐ Legal presence has not been verified. I have enclosed appropriate legal documentation verifying U.S. Citizenship or legal resident alien status.

Legal Documentation may be a copy of a birth certificate, US passport, INS forms (N550, N570, N560 or N561). A full list of acceptable legal documentation may be found on our website www.dcjs.org/privatesecurity.

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges.

Applicant's Signature _____ Date: _____
mm/dd/yy

Instructions for Completion of Fingerprint Card:

Fingerprints must be submitted on fingerprint cards provided by the Department of Criminal Justice Services, Private Security Section reflecting the ORI # VADOCJSOZ.

The Department of State Police and Federal Bureau of Investigations will not process fingerprint card without completion of the following:

NOTE: Do not bend or fold card. Do not highlight the card in any area or mark in any additional areas not required, they will not be processed.

- Full name must be printed and signed in appropriate areas in the card.
- Fingerprint card must be signed by the official taking fingerprints and dated.
- Residence and Employer address
- Date and place of birth
- Vital information (sex, race, weight, etc.)
- Citizenship
- Social Security Number
- Reason for fingerprint – Private Security

To obtain classifiable fingerprints, we suggest you go to your local Police Station or Sheriff Department to be fingerprinted. Prints may be unclassifiable if not rolled properly (see other instructions on back of card.)